

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 South George Mason Drive
Arlington, Virginia 22204-1382

S: 27 October 2000

NGB-ART (351)

23 February 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Education Level 4 (MEL-4) Courses

1. Applications are being accepted at the Army National Guard (ARNG) Individual Training Branch (NGB-ART-I) from ARNG officers who desire to participate in one of the following resident MEL-4 training classes which report in late July 2001 except for the US Army School of the Americas which reports in December 2001.

a. Command and General Staff Officer Course - Reserve Component (CGSOC-RC).

- (1) Location: Fort Leavenworth, KS.
- (2) Dates: 4 Aug 01 - 14 Dec 01, report 30 Jul 01
- (3) Security clearance: Secret.
- (4) Number of quotas: 27.

b. Command and General Staff Officer Course (CGSOC).

- (1) Location: Fort Leavenworth, KS.
- (2) Dates: 4 Aug 01 - 7 Jun 02. report 30 Jul 01.
- (3) Security clearance: Top secret.
- (4) Number of quotas: 5.

c. United States Naval Command and Staff Course (USNCSC).

- (1) Location: Newport, RI.
- (2) Dates: 8 Aug 01 - 6 Jun 02. Report 30 Jul 01.
- (3) Security clearance: Top Secret.
- (4) Number of quotas: 1.

d. United States Marine Corps Command and Staff Course (USMCCSC).

- (1) Location: Quantico, VA.
- (2) Dates: 1 Aug 01 - 4 Jun 02. Report 22 Jul 01.
- (3) Security clearance: Top secret.
- (4) Number of quotas: 1.

e. United States Army School of the Americas Command and Staff Course (SOACSC).

- (1) Location: Fort Benning, GA.
- (2) Dates: 2 Jan - 6 Dec 02. Report during the period 10 Dec 01 - 2 Jan 02.
- (3) Security clearance: Secret.
- (4) Language prerequisite: Fluent in Spanish.
- (5) Number of quotas: 4.

2. General MEL-4 training prerequisites.

a. Rank: Major or promotable captain. Promotable captain is defined as one who has been promoted to major on State orders not later than 27 Oct 00 (suspense date of this memorandum).

b. Possess a baccalaureate degree.

c. Be a CAS3 graduate.

d. Have completed a minimum of 8 years commissioned service.

e. An officer's current clearance will suffice for purposes of application. Officers selected for CGSOC, USNCSC, or USMCCSC must possess a Top Secret clearance by the class start date.

f. An officer whose Mandatory Removal Date (MRD) falls within two years following the class graduation date is ineligible to apply for resident MEL-4 training.

g. An AGR officer whose Basic Active Service Date (BASD) is earlier than 1 Jun 84 is ineligible to apply for resident MEL-4 training.

3. The items listed below will be submitted when applying for MEL-4 training. Assemble items in the listed sequence and fasten with either clips or rubber bands. Do not use tabs, staples, or Acco fasteners, or place in binders or protective covers.

- a. Applicant's current official DA photo.
 - b. Applicant's biographical sketch in the format contained at enclosure.
 - c. Applicant's NGB Form 64. Enter remark in item 34 indicating MEL-4 course preference, e.g., CGSOC-RC, USMCCSC.
 - d. Copy of applicant's current DA Form 2-1.
 - e. Copy of transcript reflecting award of degree for applicant's highest civilian education.
 - f. Copy of applicant's current DA Form 705. Include copy of DA Form 5500-r (male) or 5501-R (female) (Body Fat Composition Worksheet) if applicant's recorded height and weight statistics exceed AR 600-9 screening table standards. Include copy of DA Form 3349 (Physical Profile) if applicant had a permanent or temporary profile at the most recent APFT.
 - g. Copy of applicant's current medical examination (periodic retention, appointment, flight, or promotion exam is acceptable). Include SF's 88 and 93.
 - h. Copies of applicant's Officer Evaluation Reports (OER) having an end date after 31 Dec 99.
 - i. Promotable captains include a copy of State orders promoting applicant to major.
4. Submission of applications.
- a. Applications from ARNG Title 32 officers (M-day, military technician, AGR Title 32) will be forwarded through normal State channels to arrive at NGB-ART-I by 27 Oct 00.
 - b. Applications from ARNG Title 10 officers will be forwarded through the ARNG Tours management Office (NGB-ARZ-SEC) to arrive at NGB-ART-I by 27 Oct 00.
 - c. States and NGB-ARZ-SEC are encouraged to provide an order of merit list when submitting multiple applications.
5. Officers attend CGSOC-RC in a TDY status. All other resident MEL-4 courses are attended in a PCS status. States will be given funds for their Title 32 officers attending resident MEL-4 training provided timely forecasts are submitted to NGB-ART-I.
6. The MEL-4 Selection Board is scheduled to convene 6 Nov 00.
7. Point of contact is Harry Gilman, commercial 703 607-7349, DSN 327-7349, e-mail gilmanh@ngb-arng.ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl
as

/s/Randall E. Krug
RANDALL E. KRUG
Colonel, NGB
Chief, Training Division

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NGB-ARZ-S	NGB-AQ	8 Army Sr ARNG Adv

BIOGRAPHICAL SKETCH

1. **DATE:** 31 May 2000
2. **NAME:** DOE, John Q.
3. **SSN:** 987-65-4321
4. **BRANCH:** Infantry
5. **PRESENT GRADE:** Major
6. **DATE OF FEDERAL RECOGNITION (Present Grade):** 29 October 1999
7. **PRESENT ASSIGNMENT/DATE ASSIGNED:** S3, 1/111th In, GAARNG, 1Aug 99
8. **AREA OF CONCENTRATION:** 11A
9. **FUNCTIONAL AREA:** 50A

10. TOTAL LENGTH OF COMMISSIONED SERVICE: 10 Years 0 months

11. MARITAL STATUS: Married SPOUSE'S NAME/NUMBER OF CHILDREN: Jennifer/3 Children

12. PLACE OF BIRTH: Lewistown, PA

13. DATE OF BIRTH: 31 October 1967

14. SOURCE OF COMMISSION/DATE: Army ROTC, University of Elizabethtown, 31 May 1990

15. MANDATORY REMOVAL DATE: 30 June 2018

16. HOME ADDRESS: 123 Specht Drive, Peachwood, GA 34567

17. BUSINESS ADDRESS: Bannershigh High School, 12 Main Street, Peachwood, GA 34567

18. HOME TELEPHONE: 987 605-4321

19. BUSINESS PHONE: 123 456-7890

20. HOME E-MAIL: johnqdoe@aol.com

21. BUSINESS E-MAIL: johnqdoe@bannershigh.edu

22. CIVILIAN EDUCATION:

<u>Degree/Area of Study</u>	<u>Institution</u>	<u>Year Graduated</u>
MS/Educational Administration	University of Harrisburg	1996
BS/Secondary Education	University of Elizabethtown	1990

23. CIVILIAN EXPERIENCE:

<u>Date</u>	<u>Position</u>	<u>Employer</u>
9/98 to date	Assistant Principal	Bannershigh High School
8/95 - 8/98	Teacher	McClure High School

Enclosure

24. MILITARY EDUCATION:

<u>DATE</u>	<u>COURSE</u>	<u>SCHOOL LOCATION</u>
1996	CAS3	Ft Leavenworth, KS
1994	Infantry OAC	Ft Benning, GA
1990	Infantry OBC	Ft Benning, GA

25. MILITARY SERVICE:

<u>DATE</u>	<u>DUTY STATION</u>	<u>STATUS</u>
8-99 to date	Bn S-3	M-Day
6/95 - 7/99	Infantry Company Cdr	M-Day
6/93 - 5/95	Infantry XO	Active Duty
6/90 - 5/93	Infantry Company Plt Ldr	Active Duty

26. DECORATIONS, AWARDS, & CITATIONS:

Meritorius Service Medal

Army Commendation Medal
National Defense Service Medal

27. MILITARY/CIVILIAN AFFILIATIONS:

Member, Peachwood Evangelical Free Church
Member, National Soccer Coach's Association of America

28. SECOND LANGUAGE/EXPERIENCE: French/2 Years in High School

29. STATEMENT: (Expressing reason(s) for enrollment in desired course)